

**THE SCHOOL DISTRICT OF PITTSBURGH**  
**(Pittsburgh, Pennsylvania)**  
**Department of Food Service**

**REQUEST FOR PROPOSALS**  
**FOR**  
**Pre-Pack System Packing Trays and**  
**Dual Heat Seal Station Automatic Lidding Machine**

**Issuance Date:**       **May 16, 2016**

**Submission Date:**   **May 31, 2016**

## **INTRODUCTION/ SCOPE OF WORK/ SPECIFICATIONS**

### **INTRODUCTION**

The Pittsburgh Public Schools (hereby referred to as PPS) Department of Food Service extends a requirement for a company to provide equipment, materials, and supplies required a pre-pack system packing tray and dual heat seal station automatic lidding machine for a period of 5 years.

### **SCOPE OF WORK**

#### **SCOPE OF SERVICES**

The contractor shall perform the following services for (5) five years:

1. Contractor shall provide and install packaging machines that will be used to package food prepared by Pittsburgh Schools Food Service to be redistributed to various schools at no additional cost to the department. Packaging machine must meet Pittsburgh Schools Food Service's on-going needs for delivery of cold/hot products.

Equipment must have the capability to air and water tight seal products. Equipment will be installed at Pittsburgh Schools Food Service central commissary. The packaging must be equal in form and function to the packaging machine. In addition, the equipment must have the capability with packaging materials from a variety of sources. The District does not wish to be required to purchase packaging materials from a specific source on an ongoing basis.

2. As per Contract, the contractor shall provide recyclable packaging material to include packaging trays and film for the pre-pack system. All packaging film must be comparable with proposed packaging equipment. Packaging materials shall consist of the following:

#### **Packaging Requirements for School Nutrition Program.**

- Dual ovenable meal trays 6 1/2" x 5" x 1 3/4" and all Offer vs Serve 4 1/2" x 4 1/2" both dual ovenable and cold trays: Must have flat flange, equal concentric flanges, no turned down lip, recyclable, Dividing walls to extend to top tray flange.
- Vendor Partner must provide all tray configurations for optimal menu planning flexibility. All containers must efficiently function through entire automated packaging system. All tray configurations must be able to denest, fully seat into the flight pocket, seal completely to an air tight/water tight seal, flow through the cutting station and discharge efficiently.
- All containers will be used on an automated packaging system. Uniform gap required for the automated denester (tray loader). All items to be awarded as a group. Delivery 2 weeks from receipt of the purchase order.

## Specifications

	Quantity	Price per case
<b>TRAYS, Student Lunch, Meal Tray Black, One (1) Compartment</b>	<b>324 cases</b>	

Dual Ovenable Meal Tray up to 400 Degree's  
6 1/2" x 5" x 1"  
Color Black  
1100/cs 36cs/plt

	Quantity	Price per case
<b>TRAYS, Student Lunch, Nacho Tray, Black, Two (2) Compartment</b>	<b>144 cases</b>	

Dual Ovenable Meal Tray up to 400 Degree's  
6 1/2" x 5" x 1 3/4"  
Color Black  
1100/cs 36cs/plt

	Quantity	Price per case
<b>TRAYS, Student Lunch, Hamburger Tray, Black, Two (2) Compartment</b>	<b>216 cases</b>	

Dual Ovenable Meal Tray up to 400 Degree's  
6 1/2" x 5" x 1 3/4"  
Color Black  
1100/cs 36cs/plt

<b>TRAYS, Student Lunch, Hot Dog Tray, Black, Two (2) Compartment</b>	<b>36 cases</b>
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Dual Ovenable Meal Tray up to 400 Degree's  
6 1/2" x 5" x 1 3/4"  
Color Black

<b>TRAYS, Student Lunch, "Lunchable" Tray, Black, Three (3) Compartment</b>	<b>36 cases</b>
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Dual Ovenable Meal Tray up to 400 Degree's  
6 1/2" x 5" x 1 3/4"  
Color Black  
1100/cs 36cs/plt  
Polyester film must seal to Dual Ovenable trays.  
Submit sample if other than specified.  
Film must be compatible with existing packaging equipment.  
Film is to be individually wrapped, individually cartoned, and skid loaded.

<b>One (1) Compartment Offer vs. Serve Dish Hot</b>	<b>208 cases</b>
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Black Dual Ovenable Meal Tray up to 400 Degrees  
4 1/2" x 4 1/2" x 1"  
1200/cs and 54 cs/plt

**One (1) Compartment offer vs. Serve Dish Hot****208 cases**

Black Dual Ovenable Meal Tray up to 400 Degrees  
4 1/2" x 4 1/2" x 1 3/8"  
1200/cs and 54cs/plt

**One (1) Compartment Offer vs. Serve Parfait Insert****100 cases**

4 1/2" x 4 1/2" x 1"  
1000/cs and 42 cs/plt

**One (1) Compartment Offer vs. Serve Dish Cold, Clear****100 cases**

4 1/2" x 4 1/2" x 1"  
1000/cs and 42 cs/plt

1. Contractor shall provide consulting and operational support services at no additional cost to Pittsburgh Schools Food Service for the required amount of time to complete. (8 am to 5pm) for the (5) five year contract period. Operations support includes:
  - a. Evaluate Pittsburgh Schools Food Service's current meal choices and supply alternative choices including recipes and nutritional information (menu planning).
  - b. Evaluate & make recommendations for production flow.
  - c. Provide a plan to increase participation in meal program.
  
2. Contractor shall provide training of equipment to up to 6 Pittsburgh Schools Food Service School District's Staff at no additional cost to the Department at the time of installation. Pittsburgh Schools Food Service will then use the train-the- trainer approach.

## Timetable/Response Submittal

The Department of Food Service envisions an agreement from the 2016 – 2017 through the 2020 2021 school year.

**Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents and/or their lobbyist(s) or agent(s) with any staff of the School District, or any elected representatives or other appointed official of the School District and/or their staff, except as provided in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.**

All proposals shall be submitted to the department of Food Service as follows:

Curtistine Walker  
Food Service Director  
Pittsburgh Public Schools Food Service  
8 South 13<sup>th</sup> Street  
Pittsburgh, PA 15203-1230  
Tel: (412) 529-3302  
Fax: (412)488-3311

One (1) original and four (4) copies of the proposal shall be prepared and submitted to the School District in such form as is set forth in this RFP by \_\_\_\_\_ p.m. on \_\_\_\_\_16.

Proposal including any/all attachments, cover letter and tabs should not exceed fifty (10) pages in length on 8 ½” X 11” paper, single spaced using a minimum font size of 10 pt.

Proposals should be submitted in accordance with the instructions detailed below. The School District reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, the School District reserves the right to reject any and all proposals and to waive irregularities.

Proposals which are submitted in electronic format or faxed will not be accepted.

The School District will not be held liable for any cost incurred in the preparation of proposals.

The proposer shall provide the School District with additional information, if necessary.

The School District reserves the right to interview one or more finalists.

Any questions regarding this RFP should be addressed to Curtistine Walker.

## **Specific Response Requirements**

Responses should address the following questions or requests for information and be organized so that the specific questions or requests for information each begin on a new page with the question repeated at the top of the page.

### **I Letter of Transmittal**

Each proposal should be accompanied by a letter of transmittal which summarizes key points of the proposal and which is signed by an authorized officer.

### **II Company's Experience and Qualifications**

- A. Please provide an overview of the company and its qualifications. Please include the location of the companies' office(s) in the Commonwealth of Pennsylvania.
- B. Please describe the companies experience with providing apparel and shoes to school food service or food service operations for the past 3 years.
- C. Please include a list of your clients that you have serviced with food service apparel and shoes.
- D.

### **III. Fee Proposal**

## **Evaluation Criteria and Selection Process**

The contract(s) will be awarded to the qualified proposer whose proposal is most advantageous to the School District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total scores will guide the School District in making an intelligent award decision based upon the evaluation criteria.

The School District reserves the right to request oral presentations from those companies determined to be in a competitive range and shall use the information derived from these oral presentations, if any, in its evaluation. The School District will not be liable for any cost incurred by the proposer in connection with such oral presentation.

The School District anticipates selecting one company using the following criteria to determine which firm meets the needs of the School District best.

<b><u>School District's Evaluation Criteria</u></b>	<b><u>Points</u></b>
Ability to Meet the Specific Needs of the Department of Food Service	20
Experience and Qualifications	30
Plan of Work	30
Fee	20